

## iVAT Invoice

### User manual

#### 1. Start up

To start iVAT Invoice up, go to [www.vatat.com](http://www.vatat.com)

Under 'my iVAT login' select 'iVAT Invoice'

Enter your login and password

Read the conditions of use by clicking on 'Disclaimer'

Click on the box next to 'I accept the general conditions of use' to continue.

#### 2. Change the language

### Select 'Data' from the menu, then 'Settings' and then 'personal settings'

Choose the language you want under 'Country and language settings' (only Dutch, English, French and German are available).

Once you have chosen, click on 'Save' at the bottom of the screen and then on 'Close' at the top of the screen.

#### 3. Create a new invoice

To create a new invoice, click on 'Analysis'

Create a new supplier or select an existing one. Several types of supplier have been provided for each country. The first time you use the program, it is best to use the predefined suppliers and customers.

There is a wizard to help you find the correct type easily. Click on the second icon from the right next to the 'Name' box to start the wizard. Once you have created a supplier/customer, you can call them up by typing their name into the 'Name' box.

## SALES INVOICE →

SUPPLIER 		CUSTOMER 	
Name	BETRADING NV 	Name	
Street and number	KERKSTRAAT 17	Street and number	
Postcode / City	2000 ANTWERPEN	Postcode / City	
Country	Belgium	Country	
VAT number	BE012345678 	VAT number	

### 4. Create a new supplier or customer

Select 'SUPPLIER' / 'CUSTOMER'

SUPPLIER 	CUSTOMER 
--	--

Fill in all the boxes for 'Description of person'

### PEOPLE AND COMPANIES MANAGEMENT

Close

Save Cancel

Description of person	
Additional information	
VAT numbers	
Distance sale	

Name

Code

Street and number

Postcode / City

Country

Country

Specific information

Type of taxable person

-- Make a choice --

none

☒ Full right to deduction  
☐ No right to deduction  
☐ Mixed VAT-payer

Then select 'Extra information' and fill in the appropriate data.

Description of person	Telephone	<input type="text"/>
Additional information	Fax	<input type="text"/>
VAT numbers	E-mail	<input type="text"/>
Distance sale	Business register	<input type="text"/>
	Bank account no.	<input type="text"/>
	IBAN	<input type="text"/>
	BIC	<input type="text"/>

Next, select '**VAT numbers**' and enter the VAT number for each country.

Select the correct type of VAT number for each country too. The address of the foreign permanent establishment or tax representative can also be added if you wish.

Click on the options you require.

Description of person	Country of VAT identification number	-- Make a choice --
Additional information	VAT number	<input type="text"/>
VAT numbers	(Country code + number --> "BE0123456789", "DE999999999")	
Distance sale	Type	<input checked="" type="radio"/> No registration <input type="radio"/> Fixed establishment <input type="radio"/> Contact person/ fiscal representative <input type="radio"/> Direct registration <input type="radio"/> Global number <input type="radio"/> e-commerce number
	Name	<input type="text"/>
	Address 1	<input type="text"/>
	Address 2	<input type="text"/>
	Address 3	<input type="text"/>
	Tax group	<input type="checkbox"/> Tax group
	Return period	Monthly

	<p><b>Options</b></p> <p><input type="checkbox"/> Import licensee</p> <p><input type="checkbox"/> Licensee reverse charge on import</p> <p><input type="checkbox"/> Margin scheme</p> <p><input type="checkbox"/> Airline company</p> <p><input type="checkbox"/> Shipping company</p> <p><input type="checkbox"/> Small company</p> <p><input type="checkbox"/> Flat-rate scheme for farmers</p> <p><input type="checkbox"/> travel agency</p> <p><input type="checkbox"/> Contractor</p>
--	--

Then click on **‘distance sale’** if you want to indicate that the threshold values have been exceeded. For ‘Sale,’ select the country where your customers are established and to which the goods will be sent. You can indicate whether the threshold value has been reached for the Member State selected and whether you have opted for a distance sale.

Under ‘Purchase,’ you can indicate whether the threshold value has been reached and whether the option to subject all acquisitions to VAT has been applied.

<p>Description of person</p> <p>Additional information</p> <p>VAT numbers</p> <p><b>Distance sale</b></p>	<p><b>Sale</b></p> <p>For sale in <span style="border: 1px solid black; padding: 2px;">-- Make a choice --</span></p> <p><input type="checkbox"/> Threshold value reached</p> <p><input type="checkbox"/> Option</p> <p><b>Purchase</b></p> <p><input type="checkbox"/> Threshold value reached</p> <p><input type="checkbox"/> Option</p>
---	--

To save your data, click **‘Save’** and then **‘Close’**

If you want to change something later, select the required data and click on **‘Change’** and then **‘Close’**.

Member State	Currency	Sales threshold	Purchasing threshold
Austria	EUR	35,000	11,000
Belgium	EUR	35,000	11,200
Bulgaria	BGL	70,000	20,000
Cyprus	EUR	35,000	10,251.61
Czech Republic	CZK	1,140,000	326,000
Denmark	DKK	280,000	80,000
Estonia	EUR	35,000	10,000
Finland	EUR	35,000	10,000
France	EUR	100,000	10,000
Germany	EUR	100,000	12,500
Greece	EUR	35,000	10,000
Hungary	EUR	35,000	10,000
Ireland	EUR	35,000	41,000
Italy	EUR	35,000	10,000
Latvia	LVL	24,000	7,000
Lithuania	LTL	125,000	35,000
Luxembourg	EUR	100,000	10,000
Malta	EUR	35,000	10,000
Netherlands	EUR	100,000	10,000
Poland	PLZ	160,000	50,000
Portugal	EUR	35,000	10,000
Romania	EUR	35,000	10,000
Slovak Republic	EUR	35,000	13,941
Slovenia	EUR	35,000	10,000
Spain	EUR	35,000	10,000
Sweden	SEK	320,000	90,000
United Kingdom	GBP	70,000	68,000

## 5. Check the VAT numbers

If the supplier or customer has several VAT numbers, choose the appropriate VAT number to use. Click on the arrow next to the VAT number and select **‘Check VAT number using VIES’** to find out whether the VIES system has registered the VAT number as valid.

The screenshot shows a 'SUPPLIER' form with the following details:

Name	WP&B nv
Street and number	Jozef van Elewijckstraat 103 bus 10
Postcode / City	1853 STROMBEEK-BEVER
Country	Belgium
VAT number	BE0461037139

Next to the VAT number is a green arrow icon. A dropdown menu is open, showing two options:

- Technical check of VAT number
- Check VAT number with VIES

Below the form, a yellow message box states: 'VIES found this VAT identification number to be valid: BE0461037139'. A 'Close' button is located at the bottom right of the message box.

## 6. Fill in the invoice number and date.

The screenshot shows two input fields:

- NUMBER**: A text box containing '11'.
- DATE**: A text box containing '18/04/2011'.

The date is automatically set to today's date, but it can be altered.



## 7. Fill in the first invoice line

Once you have selected the supplier and customer, you can fill in the first invoice line. You can enter a type of goods or service in the **‘Description’** box. As soon as you start typing, the goods and services that correspond to the information entered will appear.

	No.	Quantity	Unit	Description
 	1	1		w
				<div> <div>water</div> <div>water plumbing services</div> <div>website supply, web-hosting, distance maintenance of programmes and equipment over the internet</div> <div>wheeled toys designed to be ridden by children</div> <div>wine</div> <div>wood tar</div> <div>work on immovable goods</div> </div>
Disconto		0.00		
<button>Add invoice line</button>				

To consult the list of all available goods and services, click on the search icon (**Show all**) to the right of the box. Click on the goods or service of your choice and this will be entered in the **'Description'** box. If you would like to find out the parameters of a type of goods or service, click on the icon (**Details**) to the right of the box.

#### INVOICE LINES

	No.	Quantity	Unit	Description
 	1	1	- Make a choice -	<div>100 - Movable tangible property / No installation</div> <div>Description</div> <div>Transport</div>
				<div>- Make a choice -</div>

One invoice line is created for each type of goods and service, preceded by the reference number. Goods begin with '1..', services begin with '2..' and transactions outside the scope of VAT begin with '3..'

This allows you to find a certain type of goods or service quickly.

## GOODS AND SERVICES

[Close](#)

### My data






### Tutorial

[100 - Movable tangible property / No installation](#)  
[101 - human organs, human blood and mother milk](#)  
[102 - land vehicle greater than 48 cc or 7.2 kilowatt](#)  
[103 - aircraft with a take-off weight greater than 1550 kg.](#)  
[104 - boats longer than 7.5 m](#)  
[105 - Seaships](#)  
[106 - Planes](#)  
[107 - Vessels used for rescue at sea](#)  
[108 - vessels of war](#)  
[109 - vessels for commercial activities](#)  
[110 - supply with installation or assembly](#)  
[111 - movable tangible property / supply on board Ship, aeroplane, train, during passenger transport](#)  
[112 - immovable property](#)  
[113 - immovable property / building](#)  
[114 - immovable property / undeveloped immovable property](#)  
[116 - monetary gold](#)  
[117 - semi-manufactured gold 325/1000](#)  
[118 - electrical energy / gas \(trading\)](#)  
[119 - CPU](#)  
[120 - Mobile phone](#)  
[121 - waste products](#)  
[200 - transport of persons \(land\)](#)  
[201 - Transportation of persons / BY sea](#)  
[202 - transportation of persons / By air](#)  
[203 - transport of sick people / By land](#)  
[204 - transport of sick people / By sea](#)  
[205 - transport of sick people / By air](#)  
[206 - transport of goods](#)

You can also enter an existing type of goods from the database, such as ‘books.’

This can be handy for goods and services that are not subject to the standard VAT rate.

## INVOICE LINES

	No.	Quantity	Unit	Description
 	1	1	- Make a choice -	books    Description <input type="text"/> Transport - Make a choice -

If you would like to find out the parameters of a type of goods or service, click on the icon **(Details)** to the right of the box.



## GOODS AND SERVICES MANAGEMENT

### BOOKS

Close

Description
Other
VAT information by country
Expert parameters

Name	books
Other languages	Dutch: boeken
	English: books
	Finnish: kirja
	French: livres
	German: bücher
	Italian: libri
	Lettone: gramatas
	Portuguese: livro
	Spanish: libros
	Swedish: bok

## GOODS AND SERVICES MANAGEMENT

### BOOKS

Close

Description
Other
VAT information by country
Expert parameters

Intrastat code	4901 9900
TARIC code	4901 99 00 00
CPC code	
Price	100.00
Currency	EUR
Unit	

## GOEDEREN- EN DIENSTENBEHEER:

### BOEKEN

Sluiten

Omschrijving
Andere
BTW-info per land
Expert parameters

België	
Type	Goed
BTW percentage	6,00%
Invoerrechten	0,00%
Aftrekbare BTW	100,00%
Accijnsproducttype	geen
Accijnsproduct	0,00%
Het goed kan worden opgeslagen in een BTW-entrepot	✗

**GOODS AND SERVICES MANAGEMENT**
Close

**BOOKS**

Description  
 Other  
 VAT information by country  
 Expert parameters

Belgium ▼

Type	Goods
VAT percentage	6.00%
Import duties	0.00%
Deductible VAT	100.00%
Excise goods type	none
Excise goods	0.00%
The goods can be stored in a VAT warehouse <span style="color: red; font-weight: bold;">✗</span>	

In the ‘**Description**’ box, you need to type in the description of the goods or service as you want it to appear on the invoice.

**INVOICE LINES**

No.	Quantity	Unit	Description
1	1	- Make a choice - ▼	100 - Movable tangible property / No installation Description VAT BIBLE 2011 Transport - Make a choice - ▼

## 8. Setting up a new type of goods or service

The ‘**New**’ icon is for setting up a new type of goods or service that is not yet present in the database.

**GOODS AND SERVICES MANAGEMENT**
Close

Copy Save Cancel

Description  
 Other  
 VAT information by country  
 Expert parameters

Name English ▼

Other languages

When setting up a new type of goods or service, we recommend that you start with an existing type of goods or service (one beginning with ‘1.., 2.., 3..’).

Click on 'Copy' to show the list of goods and services.

**My data**

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**Tutorial**

- [100 - Movable tangible property / No installation](#)
- [101 - human organs, human blood and mother milk](#)
- [102 - land vehicle greater than 48 cc or 7.2 kilowatt](#)
- [103 - aircraft with a take-off weight greater than 1550 kg.](#)
- [104 - boats longer than 7.5 m](#)
- [105 - Seaships](#)
- [106 - Planes](#)
- [107 - Vessels used for rescue at sea](#)
- [108 - vessels of war](#)
- [109 - vessels for commercial activities](#)
- [110 - supply with installation or assembly](#)
- [111 - movable tangible property / supply on board Ship, aeroplane, train, during passenger transport](#)
- [112 - immovable property](#)
- [113 - immovable property / building](#)
- [114 - immovable property / undeveloped immovable property](#)
- [116 - monetary gold](#)
- [117 - semi-manufactured gold 325/1000](#)
- [118 - electrical energy / gas \(trading\)](#)
- [119 - CPU](#)
- [120 - Mobile phone](#)
- [121 - waste products](#)
- [200 - transport of persons \(land\)](#)
- [201 - Transportation of persons / BY sea](#)

Click on the desired line and it will automatically be copied to the new goods or new service.

**GOODS AND SERVICES MANAGEMENT**

**100 - MOVABLE TANGIBLE PROPERTY / NO INSTALLATION**

Description
Other
VAT information by country
Expert parameters

Name English

100 - Movable tangible pro

Other languages

Dutch:	100 - roerende goederen / geen installatie
English:	100 - Movable tangible property / No installation
French:	100 - biens mobiliers / pas d'installation

Now you can enter your own information by changing the existing data.

Please note: the chosen description will not appear on the invoice. It is only used to determine the type of transaction. To change the description, choose the required language and fill the description in. Then click on 'Save' to save it.

**GOODS AND SERVICES MANAGEMENT**

**100 - MOVABLE TANGIBLE PROPERTY / No INSTALLATION** Close

Copy Save Cancel

Description	Name <span>English</span> bicycle  Other languages Dutch: 100 - roerende goederen / geen installatie English: 100 - Movable tangible property / No installation French: 100 - biens mobiliers / pas d'installation
Other	
VAT information by country	
Expert parameters	

Repeat this for all the languages in which you would like a description to help you search for this type of goods or service.

### Other information

Select **‘Other’** to add specific details about the goods or service you have chosen, such as the price, currency etc. After entering the data, click **‘Save.’**

**GOODS AND SERVICES MANAGEMENT**

**BICYCLE** Close

Copy Save Cancel

Description	Intrastat code <input type="text"/> TARIC code <input type="text"/> CPC code <input type="text"/> Price <input type="text" value="100.00"/> Currency <input type="text" value="EUR"/> Unit <input type="text"/>
Other	
VAT information by country	
Expert parameters	

### VAT info by country

Select **‘VAT info by country’**

Select the country you want and adapt the data as necessary. You can change the VAT rate, deductible VAT etc. After making the changes, click on **‘Save’**

GOODS AND SERVICES MANAGEMENT

BICYCLE

Close

Copy Save Cancel

Description

Other

VAT information by country

Expert parameters

Belgium

Type

☒ Goods
☐ The goods can be stored in a VAT warehouse

☐ Service

VAT percentage

21%

☐ Not subject to VAT

Import duties

0.00%

Deductible VAT

100.00%

Excise goods type

none

Excise goods

0.00%

### Expert parameters

Select 'Expert parameters' to check the parameters of the selected goods or service. In theory you should not need to change these if you have chosen the correct type. The type number of the chosen type is displayed at the bottom: here it is '100'. To save the changes, click **'Save'**.

GOODS AND SERVICES MANAGEMENT

BICYCLE

Close

Copy Save Cancel

Description

Other

VAT information by country

Expert parameters

☐ No demand for packaging costs

Goods Service

Goods

☒ Type of goods

Movable tangible property

Immovable property

Investment gold

Semi-manufactured gold 325/1000

Electricity / Gas

Waste products

Installation

Vehicle

Tangible goods

Immovable property

Item ID: 100

## 9. Enter the details of the transaction

Once a type of goods or service has been selected, new boxes will appear. You need to fill in the correct details.

You also need to fill in the correct quantity of goods/services under ‘**Quantity**.’

For goods, you can also enter the type of unit: to do so, make a selection from ‘**Unit**’ using the dropdown menu.

Fill in the unit price in the ‘**Price**’ box and select the correct currency.

Once you have filled in all the information (the red ball containing an exclamation mark in the left margin will disappear), the VAT will be calculated or the reason for an exemption or VAT not being charged will appear.

It is possible to change the information at any time. For example, you can choose a different type of customer or change the place of departure or arrival of the transport etc.

A new calculation is made automatically after each change.

14

For example, the solution will be different if we use FRTRADING (direct VAT registration) as the customer for work on immovable property in Belgium instead of FRREPRES (a customer with a tax representative in Belgium).

The VAT rate can be changed as well.

INVOICE LINES									
	No.	Quantity	Unit	Description	Price EUR	VAT %	TB	VAT	Total incl. VAT
➤	1	4	p/st	books Description VAT BIBLE 2011 Transport The seller or for his account Arrival 18/04/2011 Departure Belgium Arrival France	500.00	0.00	2000.00	0.00	2000.00
Disconto 0.00									
							2000.00 EUR	0.00 EUR	2000.00 EUR

## 10. Add an invoice line

Once the invoice line is complete, you can add a second line. If it is an invoice line that follows the same logic, click on the arrow to the left of the invoice line in question and select ‘Invoice **line for a similar transaction.**’ This assumes it is the same type of goods or services.

You also have the possibility here to remove a line or check how this line is to be processed in the VAT return.

INVOICE LINES			
	No.	Quantity	Unit
➤	<div>Remove</div> <div>Reporting</div> <div>Add invoice line that follows this transaction</div>		

If it is a different type of goods or service, select ‘**Add invoice line**’ under the previous invoice line. Repeat until the invoice is complete.

Add invoice line

INVOICE LINES									
	No.	Quantity	Unit	Description	Price EUR	VAT %	TB	VAT	Total incl. VAT
➤	1	4	p/st	books Description VAT BIBLE 2011 Transport The seller or for his account Arrival 18/04/2011 Departure Belgium Arrival France	500.00	0.00	2000.00	0.00	2000.00
➤	2	1	p/st	211 - licence (grant of) Description iVAT Expert Completion 18/04/2011	2000.00	0.00	2000.00	0.00	2000.00
Disconto 0.00									
							4000.00 EUR	0.00 EUR	4000.00 EUR

Add invoice line

## 11. Invoice statements

The statements are shown for each invoice line.

The country to which the statement refers is indicated with the ISO code of that country. The first statement for each country refers to the local laws. The second statement refers to the Directive, if it is a Member State. If there is no local law in the database, there will only be a reference to Directive 2006/112/EC.

If the supplier has a VAT number in the country where the VAT is incurred, this is stated too, along with the type of registration (assuming this data has been entered in the database).

INVOICE STATEMENTS		
BE	Legal	Extra
<u>Invoice line 1:</u>		<a href="#">Dienstverrichting niet onderworpen aan Belgische btw art. 21, § 2 van het Wbtw / Art. 44 Richtlijn 2006/112/EG</a>
<u>Invoice line 2:</u>	Vrijgesteld	<a href="#">Vrijstelling van BTW art. 39bis, eerste lid, 1° van het WBTW / Artikel 138, lid 1 - Richtlijn 2006/112</a>
FR	Legal	Extra
<u>Invoice line 1:</u>	Autoliquidation	<a href="#">Art. 283, 2 du C.G.I. / Article 196 - Directive 2006/112/EC</a>

By clicking on a statement, you will automatically be linked to the iVAT Scout legislation database, where you can examine the corresponding legal text in detail. (See also page 26, point 16 b in the manual)

## 12. Add your own statements to the invoice

It is possible for you to add your own statements to the invoice besides those generated by the program. You can do this by typing them into the **‘ADDITIONAL STATEMENTS’** box. You can also set these statements in advance in a database. Clicking on ‘...’ beside **‘ADDITIONAL STATEMENTS’** will display the pre-set statements. Then you can choose from this list. To select a statement, click on it and then click on **‘Add’** to include it on the invoice.



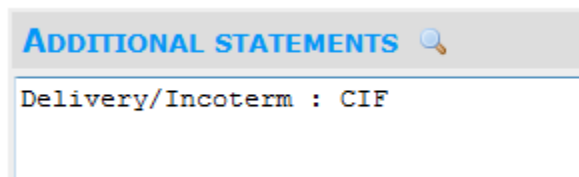


Standard statements

☐ Show full text of the statements

Add Cancel

You can also add to the data manually if you wish.



ADDITIONAL STATEMENTS

Delivery/Incoterm : CIF

### 13. Set your own invoice statements

To set your own invoice statements, go to the top menu, click on '**Help**' and then '**Settings**'. You can enter fixed statements under '**Personal settings**'. These are statements that will be visible on all your invoices. You might want to use this function to describe your conditions of payment or general invoice conditions. This information should be entered in the box '**Own invoice statements**'

- Your own invoice details

Our invoices are payable within 10 days after invoice date
















Save

Cancel

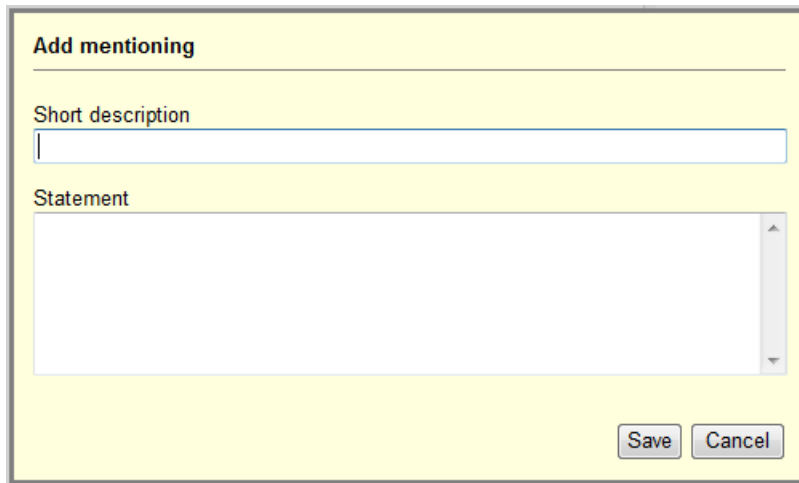
You can also create a list of extra statements to choose from when creating an invoice, using ‘**General settings**’.

**SETTINGS**Close

Personal settingsGeneral settings

- Standard statements 
-   **B / L**  
B/L No:
-   **Contract**  
Contract No:
-   **Delivery**  
Delivery/Incoterm:
-   **Destination**  
Destination:
-   **INCOTERM CIF**  
Incoterm: CIF
-   **Origin**  
Origin:
-   **Vessel Name**  
Vessel Name:

To create a new statement, click on the icon next to ‘Standard statements.’



The image shows a dialog box titled "Add mentioning". It has a yellow background and a grey border. Inside, there is a section labeled "Short description" with a single-line text input field. Below that is a section labeled "Statement" with a multi-line text area. At the bottom right of the dialog, there are two buttons: "Save" and "Cancel".

Once the description has been entered, click on **'Save'**.

#### 14. **View the invoice**

Once the invoice is ready, you can view it in pdf or xml format by clicking on **'Invoice'** in the top menu bar.

You can save a pdf invoice to your own computer. An xml invoice can be used for direct processing as an electronic invoice.

# Invoice

Supplier:  
BETRADING NV  
KERKSTRAAT 17  
2000 ANTWERPEN  
Belgium  
BE012345678

Customer:  
FRTRADING SA  
RUE DES ARBES 30  
75833 PARIS  
France  
FR82345678911

Number: 11

Date: 18/04/2011

No.	Description					
	Number	Unit price (EUR)	VAT (%)	Amount excl. VAT (EUR)	Amount of VAT (EUR)	Totals (EUR)
1	4901990000: VAT BIBLE 2011					
	4	500.00	0.0	2000.00		2000.00
2	: iVAT Expert					
	1	2000.00	0.0	2000.00		2000.00
	Total 0.00%			4000.00	0.00	0.00

Transaction date: 18/04/2011

## Information

BE Invoice line 1: Vrijstelling van BTW art. 39bis, eerste lid, 1° van het WBTW / Artikel 138, lid 1 - Richtlijn 2006/112

BE Invoice line 2: Dienstverrichting niet onderworpen aan Belgische btw art. 21, § 2 van het Wbtw / Art. 44 Richtlijn 2006/112/EG

FR Invoice line 2: Taxe due par le cocontractant Art. 283, 2 du C.G.I. / Article 196 - Directive 2006/112/EC

## Extra information

Invoice line 1: De goederen worden niet geïnstalleerd. / Les biens ne sont pas installés. / The goods are not installed.

Invoice line 1: Verkoper vervoert van België naar Frankrijk. / Le vendeur transporte de Belgique vers France. / The seller transports from Belgium to France.

Our invoices are payable within 10 days after invoice date

Delivery/Incoterm: CIF

Invoice total	4000.00	0.00	4000.00
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Account no. : - IBAN : - BIC :

Tel. : - Fax :

page 1 / 1

20

```
<?xml version="1.0" encoding="UTF-8"?>
<?xml-stylesheet type="text/xsl" href="http://www.vatat.com/xml/vatat_invoice_view_jscript.xsl"?>
```

```
<iVATInvoice>
  <Supplier>
    <ID>21536</ID>
    <Name>BETRADING NV</Name>
    <Address>KERKSTRAAT 17</Address>
    <ZIP>2000</ZIP>
    <City>ANTWERPEN</City>
    <Country>BE</Country>
    <RegOfCommerce/>
    <BancAccountNumber/>
    <IBAN/>
    <BIC/>
    <TelephoneNumber/>
    <FaxNumber/>
    <EmailAddress/>
    <SpecialType>8</SpecialType>
    <DeductionType>0</DeductionType>
    <VATNumberSupplier Country="BE">
      <VATNumber>BE012345678</VATNumber>
      <VATNumberType>1</VATNumberType>
      <Name/>
      <Address1/>
      <Address2/>
      <Address3/>
      <TaxNumber/>
      <BelongsToFiscalUnit>0</BelongsToFiscalUnit>
    </VATNumberSupplier>
    <CountryChosenVATNumber>BE</CountryChosenVATNumber>
  </Supplier>
  <Customer>
    <ID>21541</ID>
    <Name>FRTRADING SA</Name>
    <Address>RUE DES ARBES 30</Address>
    <ZIP>75833</ZIP>
    <City>PARIS</City>
    <Country>FR</Country>
    <SpecialType>8</SpecialType>
    <VATNumberCustomer Country="FR">
      <VATNumber>FR82345678911</VATNumber>
      <VATNumberType>1</VATNumberType>
```

If the program is installed on your own server, you can also add an electronic signature and send the invoice electronically to the customer.

## 15. Reporting

Go to the top menu bar and select '**Reporting**'.

The '**Show reporting**' option will allow you to see the boxes in the seller or service provider's VAT return in which the invoice needs to be included.

If the seller has no VAT number in the country where the VAT is incurred, the reporting will not be shown.

The screenshot displays a software window titled "REPORTING" in blue text. Below the title bar, there are two side-by-side yellow panels. The left panel is titled "BELGIUM" and contains the following information: "Taxable Basis" with "Box 46 = 2000.00" and "Box 44 = 2000.00"; "VAT:" with "None"; and "Other returns" with "Intrastat for invoice line(s):1" and "Recapitulative statement". The right panel is titled "FRANCE" and contains: "Taxable Basis" with "None"; "VAT:" with "None"; and "Other returns". Below these panels is a button labeled "Show reporting for the purchasing side".

You can also check how the invoice should be processed as a purchase invoice.

To do this, click on '**Show reporting on purchase side**'.

A distinction will be made here depending on whether the invoice concerns trade goods, capital goods or a cost to the customer. If no reporting has been set up in the database for a given transaction, it cannot be shown (for example, no reporting has been set up here for the purchase of a licence as an investment).

• Trade goods and services	• Various goods	• Investment goods
<p><b>FRANCE</b></p> <p><b>Taxable Basis</b></p> <p>Box 03 = 2000.00 Box 09 = 2000.00 Box 2A = 2000.00 Box 08 = 2000.00</p> <p><b>VAT:</b></p> <p>Box 09 = 110.00 Box 17 = 110.00 Box 20 = 502.00 Box 08 = 392.00</p> <p><b>Other returns</b> Intrastat for invoice line(s):1 Recapitulative statement for invoice line(s):2</p>	<p><b>FRANCE</b></p> <p><b>Taxable Basis</b></p> <p>Box 03 = 2000.00 Box 09 = 2000.00 Box 2A = 2000.00 Box 08 = 2000.00</p> <p><b>VAT:</b></p> <p>Box 09 = 110.00 Box 17 = 110.00 Box 20 = 502.00 Box 08 = 392.00</p> <p><b>Other returns</b> Intrastat for invoice line(s):1 Recapitulative statement for invoice line(s):2</p>	<p><b>FRANCE</b></p> <p><b>Taxable Basis</b></p> <p>Box 03 = 2000.00 Box 09 = 2000.00</p> <p><b>VAT:</b></p> <p>Box 09 = 110.00 Box 17 = 110.00 Box 19 = 110.00</p> <p><b>Other returns</b> Intrastat for invoice line(s):1 Recapitulative statement for invoice line(s):2</p>

You can use the reporting in xml ('**Show reporting in xml**') to process the results directly in your ERP system.

```

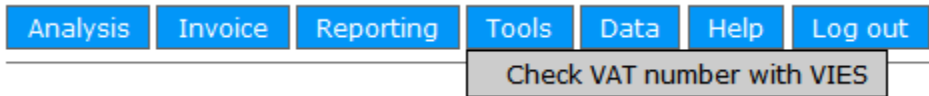
1  <ReportingDocument>
2    <ReporterID>BETRADING NV</ReporterID>
3    <ReporterData>
4      <UserID>BETRADING NV</UserID>
5      <Name>BETRADING NV</Name>
6      <Address>KERKSTRAAT 17</Address>
7      <ZIP>2000</ZIP>
8      <City>ANTWERPEN</City>
9      <Country>BE</Country>
10     <Telephone/>
11     <Fax/>
12     <Email/>
13     <RegisterOfCommerce/>
14     <VATNumber>
15       <VATNumber>BE012345678</VATNumber>
16       <VATNumberCountry>BE</VATNumberCountry>
17       <VATNumberType>1</VATNumberType>
18       <NameRepresentative/>
19       <AddressRepresentative/>
20       <ZIPRepresentative/>

```

## 16. Tools

### a. Check VAT numbers with VIES

Besides the option to check the VAT number of the supplier or customer, it is also possible to check a list of VAT numbers in order to find out whether the VIES system has registered the VAT numbers as valid. Therefore, go to 'Tools' – 'Check VAT numbers with VIES'.



There are three possibilities available.

The first possibility is to check the VAT numbers of the companies you have set up in iVAT Expert/ iVAT Invoice. Choose the relevant file (user) and press 'Check VAT numbers'.


The screenshot shows a web interface titled 'CHECK VAT NUMBER WITH VIES'. At the top, there are three tabs: 'Files', 'Quick check', and 'Upload'. Below the tabs, there is a section labeled 'Check all VAT numbers in file:' followed by a dropdown menu currently set to 'Reporting Company'. Below this, there is a 'Check VAT numbers' button. To the right of the button, a small dropdown menu is open, showing 'Make your choice:' with options 'Reporting Company' (highlighted) and 'Vat Applicatons'. Below these elements is a list of VAT numbers: ATU14231909, BE0473356139, BG148120430, CY10151666G, CZ699000142, DK13590400, ESA85850394, FI10005147, IE9F51232R, IT00470550013, NL815283726B01, PL5862016763, SE556425124601, SI22451625, and SK2022117900.

The second possibility is a simple way to check a whole list of VAT numbers. Choose 'Quick check,' insert your list of VAT numbers and press 'Check VAT numbers'.



**CHECK VAT NUMBER WITH VIES**

Files Quick check Upload

Check VAT numbers 

ATU14231909  
BE0473356139  
BG148120430  
CY10151666G  
CZ699000142  
DK13590400  
ESA85850394  
FI10005147  
IE9F51232R  
IT00470550013  
NL815283726B01  
PL5862016763  
SE556425124601  
SI22451625  
SK2022117900

The final possibility is to upload a template with the VAT numbers you want to check. Go to 'Upload' and press 'Download Template'.

**CHECK VAT NUMBER WITH VIES**

Files Quick check Upload

**Download template**

Download Template

**2. Template uploaden**

Browse...

Check VAT numbers

Then fill in all known details. Save the file as 'Text (Tab delimited) (\*.txt)'.

	A	B	C	D	E
1	//				
2	// This is the 'check vat numbers' template.				
3	// Do not alter column headers or this comment.				
4	//				
5	// 1. Fill in all known details.				
6	// 2. Save this file as 'Text (Tab delimited) (*.txt)'.				
7	// 3. Upload the saved vat numbers text file in iVATExpert.				
8	//				
9	VAT Number	Name	Address	Zip	City
10					
11					
12					
13					
14					
15					
16					
17					

Go back to iVAT Invoices and browse for the Text file. Press 'Check VAT numbers'

[Analysis](#)
[Invoice](#)
[Reporting](#)
[Tools](#)
[Data](#)
[Help](#)
[Log out](#)

---

**CHECK VAT NUMBER WITH VIES**

[Files](#)
[Quick check](#)
[Upload](#)

**Download template**

**2. Template uploaden**  
   
 Size of VATNumbers.txt is 827 bytes and content type is 'text/plain'.  
 Data successfully loaded.

VAT Number	Name	Address	Zip	City	Status
ATU14231909					
BE0473356139					
BG148120430					
CY10151666G					
CZ699000142					
DK13590400					
ESR85850394					

## b. iVAT Scout

It is also possible to access the iVAT Scout legislation database from iVAT Invoice. Go to 'Tools' – 'iVAT Scout'.

You can use the same login as for iVAT Expert/ iVAT Invoice.

**iVAT SCOUT** [\[ Log In \]](#)

Home Law book About

**LOG IN**

Please enter your username and password.

**Account Information**

Username:

Password:

☐ Keep me logged in

Log In

You can also access iVAT Scout when you click on an invoice statement in the analysis screen of iVAT Invoice. You will be referred directly to the relevant legal notice.

## 17. Log out

Always log out when you end a session.